

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1280

TITLE: TRAINING SPECIALIST III

GRADE: S-27

DEFINITION:

Under general direction, oversees/coordinates the design and delivery of various training programs **OR** manages a training section which design and delivers agency-based training programs **OR** designs and implements various organizational development initiatives.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Training Specialist III differs from the Training Specialist II in that the Training Specialist III plays a key role in assessing training needs and managing/coordinating their delivery on a departmental or countywide basis whereas the Training Specialist II's main focus is specific training program design and delivery.

ILLUSTRATIVE DUTIES:

Provides counsel to management in the areas of training, team building and organizational development/change management;
Plays a key role in the development of various training and/or organizational development strategies that are consistent in terms of impact and are aligned with the long term strategic direction sought by the County Executive and deputies;
Assesses training needs or oversees the assessment process and recommends programs to meet identified needs to county and/or agency management;
Negotiates or participates in negotiations with vendors to secure new programs to meet organization training needs;
Provides technical review approval on line for all training vendors;
Coordinates and may deliver various training programs ie. supervisory development, staff training, Zenger-Miller and other personal development programs;
Supervises agency-based trainers in the design and delivery of agency specific programs;
Conducts agency specific competency and capacity assessments to develop individual and group strategies to further the goals of the agency;
Develops appropriate measurement tools to gather data on how work groups function , analyzes data against desired models, and develops interventions to improve processes, communication and group interaction;
Assists managers and supervisors in understanding group dynamics and coaches them on managing change;
Plays a key role in the development/implementation of the LEAD program's High Performance Organization model at the County/department level.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of various adult learning styles and group dynamics;
Knowledge of County budget/fiscal policies and procedures;
Ability to manage projects, facilitate groups, and consult on training issues;
Ability to assess training and development at the agency level;
Ability to serve as a senior trainer, providing guidance/supervision and instruction to other

trainers;

Ability to analyze work processes, competencies, communication and motivation systems;

Ability to design/implement organizational development/change management interventions at the work group or agency level;

Ability to consult with management on organizational development/change management issues;

Ability to communicate effectively, both orally and in writing;

Ability to coach managers and supervisors.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to the following:

Graduation from an accredited college or university with a bachelors degree in education, business administration, public administration. or a closely related field; PLUS

Four years of professional experience in training, education and/or organizational development activities.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

NECESSARY SPECIAL REQUIREMENTS

Positions involved in providing organizational development on a county-wide or departmental basis must have either completed a masters degree in human resources, organizational

development or business administration with major course work in organizational development

OR a certificate program in Organizational Development at the post-graduate level.

ESTABLISHED: July 3, 2001